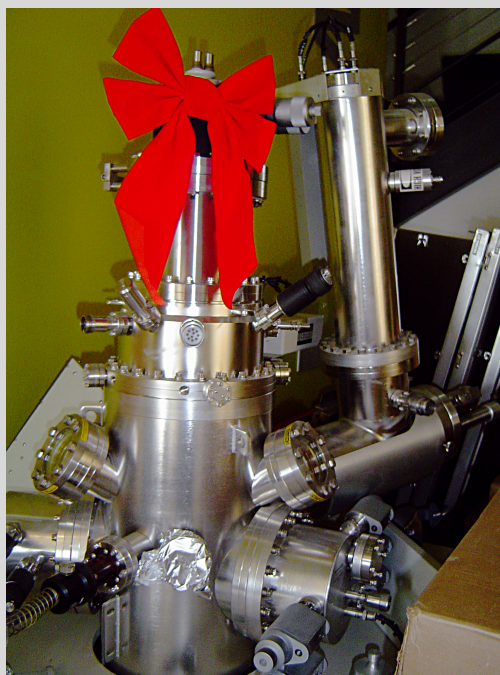


## Procedure for Acquiring Donated Equipment

### Donated Equipment May Pose Unique Safety Concerns

On occasion, an organization will wish to donate a piece of new or previously used equipment to a research group in the Materials Sciences Division. It is important to ensure that the acquired tool is safe and can be installed in the manner expected. Used equipment may be older and not meet current safety standards, may have been modified in a way that is unsafe or may be contaminated with hazardous materials. Also, while the equipment may be free, the cost of transportation and installation need to be considered.

LBL's Office of Sponsored Projects and Industrial Partnerships manages a specific procedure for accepting donated equipment. An element of this process is an equipment safety review. In MSD, Sally Nasman is designated as the point of contact to initiate a donation—she will manage the process details and ensure that the equipment is properly reviewed. Please contact Sally ([sfnasman@lbl.gov](mailto:sfnasman@lbl.gov), 486-4714) and me early on if you are considering a proposed donation/Gift.



The actual equipment item cannot arrive at LBNL until after the Gift is accepted by the Director (or the University if the value is over \$100,000). Items must be delivered directly to the Shipping and Receiving Department and proceed through the same receipt and property procedures as other equipment received by LBNL."

NOTE: Equipment that is *purchased* as used must come with an "as new" warranty.